

**CLASS TITLE: CHIEF DIVISION OF FOREST ENVIRONMENT  
(DEM)**

**Class Code: 02511500**

**Pay Grade: 38A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct and administer a program of forest management and conservation on state-owned and private lands and other natural areas; to administer and be responsible for the forest fire protection, development and utilization of the forest resources of the state including forest fire prevention, detection and pre-suppression on a state-wide basis; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Environmental Management with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance to laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of the technical, operational and clerical staff of the Division.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct, and administer a program of forest management and conservation on state-owned and private lands and other natural areas.

To administer and be responsible for the forest fire protection, development and utilization of the forest resources of the state including forest fire prevention, detection and pre-suppression on a state-wide basis in cooperation with local cities and towns and volunteer organizations.

To be administratively responsible for the compilation of data necessary to plan and develop long range forestry programs, such as: study of the growth rate of timber, damage to forests by fire and insect pests; the silvicultural and economic management of forests; drafting of environmental impact statements due to highway construction and other developments; and other comparable level forestry programs.

To recommend and draft projects which may be eligible for federal grants from the United States Forest Service for related forest resource programs, as well as, prepare annual State Financial Plan requirements for such federal grants; and to administer Cooperative Federal Grant Programs in Forest Fire Control, Forest Management, Reforestation and Environmental and Urban Forestry.

To have administrative responsibility for sawmill operation and sale of forest products from state lands in accordance with sound forest management practices.

To administer assistance programs with other agencies and local governments in urban programs relating to trees, green belts and environmental forestry.

To cooperate and consult with various state and federal officials relative to inter-state plans for general conservation of forest lands and environment.

To coordinate administrative aspects of forest management with the State Water Resources Board on state lands planned for future reservoir development, including the sale of forest products thereon.

To be responsible for the administration of state laws concerning Forest Land Classification relative to taxation and preservation of forest land.

To be responsible for drafting and implementing divisional policies, rules and regulations.

To be responsible for administering an environmental conservation education program in schools year round and in summer camps.

To plan and direct an educational program in order to bring about a better understanding of the purposes and objectives of the Division.



To prepare regular and special reports that may be required by the Director.  
To prepare the annual budget for the Division.  
To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and methods of forest management and conservation, and the ability to apply such knowledge in planning, directing, and administering a state-wide forest management, conservation and environment program; a thorough knowledge of the principles, practices, and techniques of forest fire administration and preparedness, and the ability to apply such knowledge in the prevention, detection, pre-suppression, and suppression of forest fires; a working knowledge of state and local laws relating to forest taxation, forest fires, and forest land development and utilization; a working knowledge of the methods and procedures used in the operation of forest tree nurseries, sawmill operation, sale of forest products, and other similar and related forest management functions; the ability to draft and implement divisional policies, rules, and regulations; the ability to supervise, manage, coordinate, and train subordinate staff members; the ability to develop a sound public relations and information program; the ability to prepare an annual budget, handle fiscal matters, and prepare regular and special reports as required by the Director; the ability to make decisions under emergency conditions; the ability to establish and maintain effective working relationships with federal and state officials, other state agencies, representatives of local cities and towns, and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in forestry or any one of the basic natural resources, including or supplemented by completion of courses in forest fire management; and

Experience: Such as may have been gained through: employment in a responsible supervisory and administrative position involving the management and conservation of forest resources and the direction of forest fire suppression programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

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